



# SHERIFF

## APPLICANT INFORMATION PACKET ACADEMY CLASS 19

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### QUALIFICATIONS

- Must be at least 21 years of age prior to application.
- Must be a United States Citizen.
- Must have a High School Diploma or GED.
- Vision must be equal to or better than 20/100 corrected to 20/30.

*Other qualifications may be required.*

### REQUIRED TESTS

- Must pass written entrance examinations.
- Must pass a physical agility assessment.
- Must pass an oral board.
- Must pass a background investigation.
- Must pass a polygraph examination.
- Must pass a psychological examination.
- Must pass a medical physical examination.
- Must pass Sheriff's review.

*Additional tests may be required.*

### BENEFITS

- Paid Vacation Leave
- Paid Sick Leave
- Shift Differential Pay
- Clothing Allowance
- Academic Incentive Pay
- Specialty and Hazardous Duty Pay
- Parental Leave
- 20 Year Retirement

*Benefits may be contractual.*

### SALARIES

Cadet (6 months)	<b>\$13.00</b> per hour	<b>\$27,040</b> per year
Deputy 2nd Class (1 year)	<b>\$13.75</b> per hour	<b>\$28,600</b> per year
Deputy 1st Class (1 year 6 months)	<b>\$16.72</b> per hour	<b>\$34,777</b> per year

**BERNALILLO COUNTY SHERIFF'S DEPARTMENT  
RECRUITING AND HIRING UNIT  
400 ROMA NW ALBUQUERQUE, NM 87102  
(505) 768-4102 (505) 768-4281**



## APPLICANT DISQUALIFICATION LIST

*Any one of the following may terminate the applicant from the hiring process.*

**1. DRIVING WHILE INTOXICATED**

Any conviction for driving under the influence of alcohol within the last three years.

**2. DRIVER'S LICENSE**

Applicants must possess a valid driver's license. Out of state applicants must obtain a New Mexico driver's license within thirty days of being hired.

**3. TRAFFIC VIOLATIONS/CITATIONS**

A noticeable pattern of traffic citations, arrests, and/or convictions within the last three years. These include, but are not limited to: red light violations, stop sign violations, speeding, reckless driving, careless driving, etc.

**4. ILLEGAL DRUG USAGE**

Any illegal drug use or possession within the last three years. Any noticeable pattern of illegal drug use.

**5. EMPLOYMENT HISTORY**

Any indication of a pattern of unsatisfactory employment history.

**6. FINANCIAL HISTORY**

Any history of chronic or recurring financial problems indicating an unwillingness or inability to live within his or her own financial means. The filing of bankruptcy alone is not a disqualifier.

**7. UNTRUTHFULNESS**

Any deliberate misstatement of facts, intentional or unintentional omission of facts, during any part of the selection process.

**8. CHARACTER AND PERSONAL INTEGRITY**

Any act or acts in an applicant's background that would indicate a lack of character or personal integrity on the part of the applicant.

**9. CRIMINAL HISTORY**

Any commission of a felony.

Any felony conviction, or entering into a pre-prosecution diversion program.

Any conviction for charges relating to aggravated assault, theft, controlled substances, or moral turpitude.

**10. MILITARY SERVICE**

Dishonorable discharge.

**11. PSYCHOLOGICAL**

Any failure of a law enforcement psychological examination within the last year.



## PHYSICAL ASSESSMENT REQUIREMENTS

### MUSCULAR ENDURANCE 1 MINUTE MAXIMUM SIT-UPS

AGE	MALE	FEMALE
20-29	38	32
30-39	35	25
40-49	29	20
50-59	24	14
60+	19	6

The applicant starts by lying on the back, knees bent, heels flat on the floor, fingers interlaced and placed behind the head. A partner holds the feet down firmly. In the up position, the applicant should touch the elbows to the knees and the return until the shoulder blades touch the floor. Any resting should be done in the up position.

### UPPER BODY STRENGTH 1 MINUTE MAXIMUM PUSH-UPS

AGE	MALE	FEMALE
20-29	29	23
30-39	24	19
40-49	18	13
50-59	13	12
60+	10	5

The hands are placed about shoulder width apart. Starting from the up position (elbows fully extended), the applicant must keep the back straight at all times and lower the body to the floor. The applicant then returns to the up position. Any resting should be done in the up position.

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### FLEXIBILITY SIT AND REACH – INCHES

AGE	MALE	FEMALE
20-29	16.5	19.3
30-39	15.5	18.3
40-49	14.3	17.3
50-59	13.3	16.8
60+	12.5	15.5

The feet are placed against the box. The knees remain extended throughout the test. The hands are placed exactly together, one hand on top of the other, fingers extended. The yardstick is set on the box so that the 15" mark is flush with the edge of the box. The applicant leans forward without lunging or bobbing and reaches as far down the yardstick as possible. The hands must stay together and even. Record of the reach is to the nearest 1/4 inch. Three trials are allowed; the best of the three is recorded.

### ANAEROBIC POWER 300 METER RUN

AGE	MALE	FEMALE
20-29	:59.0	:71.0
30-39	:58.9	:79.0
40-49	:72.0	:94.0
50-59	:83.2	:94.0
60+	:83.2	:94.0

### AEROBIC POWER 1.5 MILE RUN

AGE	MALE	FEMALE
20-29	13:21	15:56
30-39	14:06	16:27
40-49	14:59	17:28
50-59	15:56	18:24
60+	17:13	19:14

**The applicant should refrain from smoking or eating for two hours preceding the test. Adequate time will be allowed prior to the test for warm-up exercises.**



## APPLICANT TESTING INFORMATION

The following are the available test session dates. **Seating for each session is limited.** You **MUST** call the Recruiting Unit to sign up for one of the listed sessions a **minimum** of one week in advance - **(505) 768-4102 (505) 768-4281**. You may sign up by leaving your full name, date of birth, phone number, and testing session request on the voice mail at one of these numbers. Dress for the morning testing should be casual. You will need physical fitness attire for the afternoon. Photo identification will be required for entrance into the testing session.

### Dates

Tuesday, September 05, 2000  
Monday, September 11, 2000  
Monday, October 09, 2000

Monday, October 16, 2000  
Monday, November 06, 2000  
Monday, November 13, 2000

Monday, December 04, 2000  
Saturday, December 16, 2000  
Monday, December 18, 2000

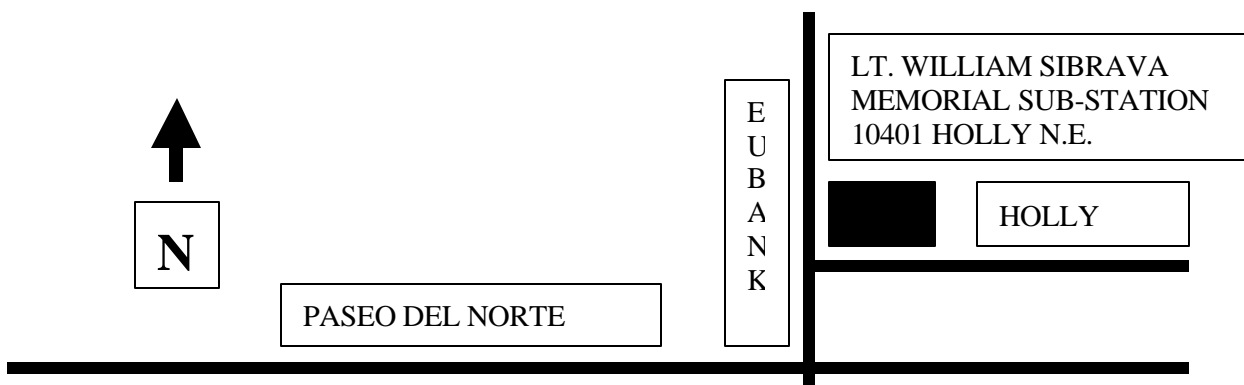
### Itinerary

- 0800 – Report to the Lt. William Sibrava Sub-station, 10401 Holly N.E.(see map below)
- 0800 – 0900, Orientation.
- 0900 – 1000, Nelson-Denny reading comprehension test.
- 1000 – 1130, Law Enforcement Selection Inventory test.
- 1130 – 1300, Lunch (not provided)
- 1300 – 1530, Physical assessment

The following is a brief overview of our written tests:

**The Nelson-Denny Reading Test** is composed of two sub-tests, vocabulary and comprehension. The vocabulary section consists of 100 items, each with five answer choices, and has a time limit of 15 minutes. The Comprehension section contains eight reading passages and a total of 36 questions, each with five answer choices. The time limit for this section is 20 minutes, the first minute being used to determine reading rate. A reading comprehension rate of tenth grade sixth month is required to pass this test.

**Law Enforcement Selection Inventory (LESI)** is an 80 item measure of cognitive ability designed specifically to select law enforcement personnel. LESI items tap the math, reading, logic, grammar, and vocabulary skills needed to pass the academy and perform such duties as writing reports, testifying in court, and investigating accidents and crime scenes. Ninety minutes will be allowed for this test, and a score of forty-seven correct is needed to pass.





## Law Enforcement Selection Inventory

### Sample questions

The Law Enforcement Selection Inventory (**LESI**) is an eighty-item measure of cognitive ability designed specifically to select law enforcement personnel. LESI items tap math, reading, logic, grammar, and vocabulary skills needed to pass the academy and perform such duties as writing reports, testifying in court, and investigating accidents and crime scenes. Ninety minutes will be allowed for this test, and a score of forty-seven correct is needed to pass. The use of calculators will not be allowed. The test is broken down into four sections; math, vocabulary, grammar, and logic.

#### Section I Math

Section I contains twenty word problems. Applicants will need to be able to accurately add, subtract, multiply, and divide. Additionally, the applicants will need to answer questions accurately concerning time and distance.

#### Section II Vocabulary

Section II contains twenty questions concerning vocabulary. The applicant will read a sentence, the word in question will be in bold, and the applicant will select among three choices which word is most similar in meaning to the word in bold. The following is an example of what an applicant can expect see in this section.

- The deputy took an **apathetic** attitude towards the victim.

(a) lack of emotion                      (b) belligerent                      (c) cautious

The correct answer would be (a) lack of emotion.

#### Section III Grammar

Section III contains twenty sentences and these sentences are divided into four parts. In these sentences there may be misspellings, grammatical mistakes, or punctuation errors. There also is the possibility that the sentence is correct. The following is an example of what an applicant can expect in this section.

- My Sergeant / and me / agreed to meet / at a later date.  
(a)                      (b)                      (c)                      (d)                      (e) Correct

The correct answer would be (b). My Sergeant and **I** agreed to meet at a later date.

#### Section IV Logic

Section IV contains twenty questions. The applicant will be given statements following a short passage of information. The applicant must decide if the statement is true or false based on the information given in the passage. If the passage did not provide enough information to determine if the statement is either true or false, the applicant must indicate so.

- Passage: Southeast Albuquerque has the highest auto theft rate in the city.

Statement: If you park your car in southeast Albuquerque it will almost always be stolen.

Answer: False